

**CRIME CONTROL & PUBLIC SAFETY
SOCIAL/CLINICAL RESEARCH ASSISTANT
COMPETENCY PROFILE/LEVELING GUIDELINES**

Description of Work:

Positions in this banded class gather, edit, analyze, and report data/information for a variety of research. Social research includes behavioral, criminal justice, economic, educational, public health, medical, public policy, sociology, and closely related areas. Work is performed to support research or develop public programs and policies. Research assistants may participate in the following: preliminary literature searches; identification of population to be surveyed; questionnaire design; collection, compilation and management of data/information; quality assurance and quality control; analysis by statistical or other means; generation/production of new data/information; editing and formatting of reports. In a larger, more complex project, employees may be involved in only one or several aspects of the research. Most employees have limited involvement in research design; however they are expected to use considerable judgment and research skills in performing their work assignments. Work may include the training and supervision of staff, students and others.

Competency	Definition
Technical Knowledge	Possesses a satisfactory level of technical skill or knowledge in specific/content area(s) and keeps up with current developments and trends in area(s) of research. Working knowledge of the research principles, technical methods and processes used to conduct a systematic and objective inquiry including methods of data entry, collection and analysis, and summarizing and reporting results; working knowledge of statistics and related information technology. Knowledge may be acquired through academic and/or on-the-job training
Data/information Collection	Observes, monitors, collects, and records data/information in order to assess accuracy, validity and integrity.
Information/Records Administration	Applies knowledge of data/information collection methods, data/information management systems, and project/program knowledge to compile, assimilate, organize, and store data/information; reviews, compiles, summarizes and analyzes data/information to prepare reports.
Communication	Conveys accurate information through a variety of means during all phases of research including data/information collection, processing and dissemination and reporting to individuals or groups. Ensures that the information related to the research is understood. Listens and responds appropriately to others to make the information understandable; prepares and/or makes presentations suited to the characteristics and needs of the audience.

ROLE DESCRIPTIONS BY COMPETENCY LEVEL		
Contributing	Journey	Advanced
Research assistants at the contributing level complete defined assignments under supervision and direction in the following areas: preliminary literature searches; identification of population to be surveyed; questionnaire design; collection, compilation and management of data/information; quality assurance and quality control; analysis by statistical or other means; generation/production of new data/information; editing and formatting of reports. In a larger, more complex project, employees may be involved in only one or several aspects of the research.	Research assistants may participate in the following: preliminary literature searches; identification of population to be surveyed; questionnaire design; collection, compilation and management of data/information; quality assurance and quality control; analysis by statistical or other means; generation/production of new data/information; editing and formatting of reports. In a larger, more complex project, employees may be involved in only one or several aspects of the research. Most employees have limited involvement in research design; however they are expected to use considerable judgment and research skills in performing their work assignments. Work may include the training and supervision of staff, students and others.	Research assistants lead efforts in the following areas: preliminary literature searches; identification of population to be surveyed; questionnaire design; collection, compilation and management of data/information; quality assurance and quality control; analysis by statistical or other means; generation/production of new data/information; editing and formatting of reports. In a larger, more complex project, employees may be involved in only one or several aspects of the research. Employees may have involvement in research design in area of specialty and are expected to use considerable judgment and research skills in performing their work assignments. Work includes the training and supervision of staff, students and others.

Technical Knowledge

Possesses a satisfactory level of technical skill or knowledge in specific/content area(s) and keeps up with current developments and trends in area(s) of research. Working knowledge of the research principles, technical methods and processes used to conduct a systematic and objective inquiry including methods of data entry, collection and analysis, and summarizing and reporting results; working knowledge of statistics and related information technology. Knowledge may be acquired through academic and/or on-the-job training.

Contributing	Journey	Advanced
<p>Applies basic knowledge of the research principles and methods of data entry, collection and analysis to complete defined assignments. Applies basic knowledge of statistics and information technology to collect and report data/information related to the area of research.</p> <ul style="list-style-type: none"> • Basic knowledge of the principles of English composition and ability to present information effectively orally and in writing • Basic knowledge of methods and techniques used in gathering, editing, and reporting social and economic information • Knowledge of procedures for data entry • Basic knowledge of computer software used in research process such as Excel, Access, SPSS 	<p>Applies working knowledge of the research principles and methods of data entry, collection and analysis to complete defined assignments independently. Applies working knowledge of statistics and information technology to apply a variety statistical techniques and formulae in the collection and preparation of data/information related to defined research area.</p> <ul style="list-style-type: none"> • Considerable knowledge of the principles of English composition and ability to present information effectively orally and in writing • Working knowledge of methods and techniques collecting, interpreting, and reporting numerical data • Working knowledge of statistical principles and techniques used in collecting, interpreting, and reporting numerical data (i.e. bivariate statistical tests) 	<p>Applies full knowledge of the research principles and methods to interpret, coordinate and/or supervise the collection and analysis of data/information related to defined research area(s); may recommend or implement technical modifications or alternatives to data/information collection and analysis. Applies full knowledge of statistics and related information technology to oversee the entry, collection and analysis of data/information related to defined research area. May develop new research tools.</p> <ul style="list-style-type: none"> • Thorough knowledge of the principles of English composition and ability to present information effectively orally and in writing • Knowledge of reporting methods and procedures • Some knowledge of the theory and literature of the subject matter of the research

<ul style="list-style-type: none"> • Basic knowledge of statistics, i.e. frequencies and averages 	<ul style="list-style-type: none"> • Ability to classify and analyze statistical data and to present conclusions in concise written and graphic form • Demonstrated understanding of coding procedures (i.e., how to handle missing data, how to recognize “dirty” data) • Ability to design data entry tables and make simple data manipulations based on supervisor’s instructions • Working knowledge of the computer and its capabilities for processing statistical data (Excel, Access, SPSS) • Basic knowledge of GIS and ArcGIS with ability to produce simple maps with instructions from supervisor • Some knowledge of media, graphic, and audiovisual presentation. 	<ul style="list-style-type: none"> • General knowledge of sources of statistical information • Knowledge of program and data needs and resources • Ability to apply prescribed methods and techniques in collecting, interpreting, and reporting numerical data • Ability to design data gathering instruments • Full knowledge of basic statistical methods and theory including bivariate tests, rates, ratios, and producing historical trend data • Ability to contribute in the conceptualization and development of the data base or data entry table • Full knowledge of data entry software such as Excel, Access or SPSS • Full knowledge of GIS concepts and ArcGIS software (can produce maps independently with little or no instruction on how to do the map but still requires instruction on relevant variables and why the map is being done. Ability to know where to obtain relevant data and import data from other sources into GIS software.)
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Basic knowledge - The span of knowledge minimally necessary to complete defined assignments.

Working knowledge - The span of knowledge necessary to independently complete defined assignments to produce an effort or activity directed toward the production or accomplishment of the research objective.

Full knowledge - The broad scope of knowledge demonstrated on the job that is beyond journey competencies.

Data/Information Collection

Observes, monitors, collects, and records data/information in order to assess accuracy, validity and integrity.

Contributing	Journey	Advanced
<p>Observes, collects and records a variety of data/information, within well-defined research parameters. Documents data/information collected. Limited involvement with data collection when atypical methods or procedures are used.</p> <ul style="list-style-type: none"> • Compiles system data with detailed instructions • Compiles data only with no analysis or interpretation 	<p>Organizes, collects, records and presents data/information within defined research parameters; ensures quality control. Summarizes data/information collected. Carries out collection and screening under close supervision when atypical methods are used.</p> <ul style="list-style-type: none"> • Participates in the total research process, including literature searches, identification of population to be surveyed, questionnaire design, collection and compilation of data, analysis by statistical or other means, and editing and formatting of reports • Limited involvement in research design • Uses methodology and source materials which are usually readily available • Searches literature and abstracts relevant information for use in research projects • Determines sources of data and methods used in collecting data, within the guidelines of established 	<p>May design data/information collection and/or quality control procedures. Identifies and reports variations or discrepancies in the data/information within defined research parameters; organizes and prepares data/information for analyses. Provides analysis on data/information collected. Documents procedures and/or methods when atypical data/information methods are used. In addition, this person will report the frequency and situations when atypical methods are used.</p> <ul style="list-style-type: none"> • Compiles and collects data independently, knows data sources as well as possesses an understanding of how data were originally compiled, identifies data errors and limitations • Compiles, analyzes and interprets/synthesizes data into meaningful summaries • Provides significant input and collaboration on survey design • Supervises the gathering, editing, analyzing, and reporting of data

	<p>methodology</p> <ul style="list-style-type: none">• Compiles system data with limited supervision, knows data sources but lacks understanding of the data limitations, missing data, and process of how data was originally compiled• Interviews individuals to obtain information for use by other researchers• Supervises data collection, coding, and computer input of data	<ul style="list-style-type: none">• Selects and applies independently research techniques in the preparation of data• Designs or assists in the design of questionnaires and manuals of instructions for use in the collection of statistical data
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Information/Records Administration

Applies knowledge of data/information collection methods, data/information management systems, and project/program knowledge to compile, assimilate, organize, and store data/information; reviews, compiles, summarizes and analyzes data/information to prepare reports.

Contributing	Journey	Advanced
<p>Uses established data/information systems, functions, and/or procedures to collect and store data/information; reviews data and information for completeness and accuracy within well-defined research parameters.</p> <ul style="list-style-type: none"> Compiles data in Excel or SPSS spreadsheets 	<p>Compiles and organizes data/information from different sources to develop reports using established format.</p> <ul style="list-style-type: none"> Follows established procedures in the compilation and evaluation of program data and presentation of statistical reports Compiles data in Excel or SPSS spreadsheets Gathers and studies raw data to determine its soundness and comparability for use in a specific study Verifies and calculates trends, ratios and averages Prepares charts, graphs, and tables to support conclusions 	<p>Analyzes and reconciles data/information for reports from different internal and external sources. May serve as a project/team leader.</p> <ul style="list-style-type: none"> Applies a variety of statistical techniques and formulae in the preparation of data Performs computations characterized by a minimum amount of instruction in the use of a comparatively wide variety of predetermined statistical procedures Assists in determining procedures of collection, processing and compiling data

Communication

Conveys accurate information through a variety of means during all phases of research including data/information collection, processing and dissemination and reporting to individuals or groups. Ensures that the information related to the research is understood. Listens and responds appropriately to others to make the information understandable; prepares and/or makes presentations suited to the characteristics and needs of the audience.

Contributing	Journey	Advanced
<p>Communicates/explains established protocols, and status of research during data/information collection and processing. Presents compiled data/information in an established format.</p> <ul style="list-style-type: none"> • Composes letters and memos in proper format • Provides basic assistance in the preparation of research reports • Provides basic feedback to committee members or other staff on status of research study • Responds to request from others for data • Returns requested data to supervisor in requested format 	<p>Leads/Updates exchange of research information through dialog, instruction and demonstration. Contributes to preparation of publications, reports and other presentations of compiled results.</p> <ul style="list-style-type: none"> • Composes correspondence and personally contacts others in gathering information for reports and research studies and in explaining methodology • Provides feedback to committee members and other staff on status of study and makes suggestions regarding how to handle or present data • Responds to requests from others for data and offers suggestions on other types of data they may want to consider • Returns requested data to supervisor in requested format and discusses/briefs presenter on data • Assists with producing a reports and presentations for another presenters • Edits and formats (desktop publishing in PageMaker) reports • Writes simple computer programs to produce appropriate data 	<p>Leads, consults and makes recommendations in the area of research. Serve as primary presenter to various audiences; interprets findings.</p> <ul style="list-style-type: none"> • Present analyses and conclusions with clarity and precision in written and oral form • Studies narrative information from diverse sources and prepares summaries, interpretations, and reports; drafts reports of project results or other project output for publication • Prepares textual material to explain new items, definitions, sources, and trends • Explains data reports and procedures to users by phone or through correspondence • Provides feedback to committee members and other staff on status of study and makes suggestions regarding how to handle or present data • Leads the discussion regarding data and its potential presentation • Offers discussion on strengths/weaknesses of the requested

		<p>data and help respondent interpret the data</p> <ul style="list-style-type: none">• Presents data to limited audiences and is capable of explaining the data, how it was collected and its limitations and how it can be used/interpreted• Writes simple computer programs to produce appropriate data• Instructs others in the use of the computer-packaged programs
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Minimum Training and Experience Guidelines:

Four-year degree or equivalent combination of training and experience necessary to perform the work.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.